



## Request for Proposal FD.RFP#03.25 For Professional Services

### Supply of One (1) Command Truck with Removable Type 6 Wildland Skid

**Issue date:** Monday Sept 8, 2025

**Closing date:** Tuesday, Dec 2, 2025 at 2:00 p.m. (PST)

**Issued by:** District of Hope

**Contact person  
for all inquiries:** Thomas Cameron, Fire Chief  
325 Wallace Street, Hope, BC V0X 1L0  
Email: [tcameron@hope.ca](mailto:tcameron@hope.ca)  
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**REQUEST FOR PROPOSALS**

**RFP TITLE: Supply of One (1) Command Truck with Removable Type 6 Wildland Skid**

**RFP NUMBER: FD.RFP#03.25**

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## **PART A INTRODUCTION**

### **A.1 RFP Overview**

The District of Hope ("DOH") is seeking proposals from qualified proponents ("Proponents") and experienced vendors to Supply one **Command Truck with Removable Type 6 Wildland Skid**.

The Type 6 wildland skid shall meet or exceed the minimum requirements as outlined in the current BC Wildfire Service Inter-Agency Agreement (IAA) for Type 6 Wildland unit:

The entire project must be completed no later than **May 31, 2027**.

## **PART B INVITATION AND SUBMISSION INSTRUCTIONS**

### **B.1 Request for Proposals (RFP) Documents**

RFP Documents may be obtained on, or after the Issue Date as follows:

- › in a PDF (Portable Document Format) file format from the District of Hope's website at [www.hope.ca](http://www.hope.ca), or
- › on the BCBid website @ [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca).

All subsequent information regarding this RFP, including addendum and answers to questions will also be available as above.

The lowest priced or any Proposal will not necessarily be accepted. The District of Hope reserves the right to accept or reject any or all Proposals.

### **B.2 Proposal Submissions and Closing Time**

Proposals must be in English and submitted using one of the submission methods below.

The submission must include a Title page that identifies the RFP and Proponent information, and a letter of introduction that includes the signature of an authorized representative of the Proponent that confirms the Proponent's intent to be bound to the RFP process.

The District of Hope will accept Proposals submitted by email or by direct delivery (in person or by courier/mail) to the District of Hope's main office at 325 Wallace Street, Hope, BC. **All Proposals must be submitted to the District of Hope's Fire Chief by 2:00 p.m. (local time) on Tuesday, Dec 2, 2025.**

Proposals submitted by fax will **NOT** be accepted. Any Proposal received after the closing time may be disqualified.

### **B.3 Submissions methods**

1. Email format. Proposal attached to the email in a PDF, or equivalent, format and emailed to [tcameron@hope.ca](mailto:tcameron@hope.ca). The subject line should read “**FD-2025-03 – Supply of One Command Truck with Removable Type 6 Wildland Skid - [Proponent Name]**”, (The maximum file size able to be received by the District of Hope is 35 MB); **or**
2. Electronic format submitted on a USB readable device with the Proposal in a PDF, or equivalent, format; **or**
3. Hard copy format with two (2) complete Proposal copies.

Mail or courier (USB or hard copy formats)

Proponents should submit their Proposal in a sealed envelope with the following information written on the outside of the envelope containing the Proposal, as well as on the outside of the courier envelope (if sending by courier):

Attention: Thomas Cameron, Fire Chief  
District of Hope  
325 Wallace Street, Hope, BC  
V0X 1L0

Request for Proposals: **FD.RFP#03.25 Supply of one Command Truck with Removable Type 6 Wildland Skid**

Responding Proponent’s name and address.

To be considered, Proposals must include a letter of introduction and be signed by an authorized signatory of the Proponent. By signing the Proposal, the Proponent is bound to statements made in response to this RFP. Any unsigned Proposal received by the District of Hope will be rejected.

**Proposals not submitted in strict accordance with these instructions or not complying with the requirements in this RFP may be rejected.**

**The District of Hope will not be responsible for any costs incurred by Proponents as a result of the preparation or submission of a Proposal pertaining to this RFP.** The accuracy and completeness of the Proposal is the Proponent’s responsibility. Should errors be discovered, they will be corrected by the Proponent at their expense before Closing Time.

The District of Hope reserves the right to negotiate with any Proponent at its discretion. The Proponents will be qualified, competent and capable of performing the work. The Proponent may be required to provide evidence of previous experience and financial responsibility before a contract is awarded.

#### **B.4 Proponents Site Meeting**

There will be no mandatory site meeting for this RFP.

#### **B.5 Acknowledgement Letter**

Upon receipt of this RFP, a potential Proponent should complete and sign the Acknowledgement Letter (Annexes "A") and email the signed Acknowledgement Letter to the Project Manager, Thomas Cameron Fire Chief at [tcameron@hope.ca](mailto:tcameron@hope.ca).

A Proponent who signs and returns the Acknowledgement Letter is not obligated to submit a Proposal.

Any Proponent who does not submit the Acknowledgement Letter will not be sent any Addendum or answers to questions and their Proposal may be disqualified if it is incomplete or non-compliant as a result of the Proponent's failure to acknowledge receipt of an addendum in accordance with this RFP, or as a result of the Proponent's failure to comply with the requirements of an addendum to this RFP.

### **PART C RFP PROCESS RULES**

#### **C.1 Definitions**

"Addendum(a)" means all additional information regarding this RFP including amendments to the RFP.

"BC Bid" means the BC Bid website located at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca).

"Council" means the Council of the District of Hope.

"Closing Location" includes the location or email address for submissions indicated on the Title page of this RFP, or BC Bid, as applicable.

"Closing Time" means the closing time and date for this RFP as set out on the Title page of this RFP.

"Contract" means the written agreement resulting from this Request for Proposal, if any, in accordance with this Request for Proposal.

"Contractor" means the successful Proponent to the RFP who enters into a Contract with the District of Hope.

"Must" means a requirement that is to be met for the Proposal to receive consideration.

"Place of Work" means the designated site or location of the Work identified in the Contract Documents.

"Project Manager" means the District of Hope's representative.

“Proponent” means the person submitting a Proposal.

“Proposal” means a submission in response to this Request for Proposal.

“District of Hope” means the District of Hope.

“Request for Proposal” or “RFP” means the request for Proposal described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the District of Hope by Addendum(a).

“Should” or “May” means a requirement having a significant degree of importance to the objective of request for Proposals, but which the District of Hope would strongly prefer to be fulfilled, and which the District of Hope may in its sole discretion elect to treat the failure to fulfill as a ground for rejection of a Proposal.

“Subcontractor” means a person or entity having direct contact with the Contractor to perform a part or parts of the Work at the Place of the Work.

“Total Contract Price” means the fully inclusive, all-in total contract price, constituting the aggregate sum of all compensation whatsoever quoted by and receivable by a Proponent in its Proposal with respect to the Services contemplated by this RFP and, unless expressly and specifically agreed in writing by the District of Hope. Otherwise, shall be the maximum compensation and consideration receivable by the Consultant under the Contract or otherwise for providing all Services, including incidentals, contemplated under the Contract. The Total Contract Price shall include, without limitation, all professional fees, consulting fees, staff time, and other Service fees, all Disbursements, costs, expenses, allowances and charges whatsoever, all items and incidentals to be provided pursuant to the RFP and anything properly included as a best practice. Total Contract Price does not include applicable taxes.

“Work” means the total construction and/or related professional services required by the Contract Documents.

## **C.2 Acceptance of Terms and Conditions**

Submitting a Proposal indicates acceptance of all the terms and conditions set out in the RFP, including those that follow and that are included in all appendices and any Addendum(a).

## **C.3 Submission of Proposal**

Proposals must be submitted before the Closing Time on the Title page of this RFP using one of the submission methods listed in Section B.3. Proposals will not be accepted by fax. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the District of Hope receives a complete Proposal, including all attachments and/or enclosures, before the Closing Time.

#### **C.4 Errors, Omissions, Clarifications**

It is the sole responsibility of the Proponent to ascertain that they have received a full set of the RFP documents. Upon submission of their Proposal, the Proponent will be deemed conclusively to have been in possession of a full set of the RFP documents.

All requests for clarification or inquiries must be made to the Project Manager at [tcameron@hope.ca](mailto:tcameron@hope.ca) by **Friday, November 14, 2025** prior to the office closing time at the District of Hope.

If the District of Hope, in its sole discretion, determines that a clarification, addition, deletion, or revision of the RFP is required then the District of Hope will issue an addendum, and the addendum will be posted on the District of Hope website and BC Bid.

**It is the sole responsibility of the Proponent to check for addendums.**

#### **C.5 Late Proposals**

Proposals will be marked with their receipt time at the Closing Location. Only complete Proposals received and marked before the Closing Time will be considered to have been received on time. Proposals received late will be marked late. Any Proposal received after the closing time may be disqualified. In case of a dispute, the Proposal receipt time as recorded by the District of Hope at the Closing Location will prevail whether accurate or not.

#### **C.6 Changes to Proposals**

By submitting written notice, the Proponent may amend or withdraw its Proposal before the Closing Time. Proponents should use a consistent submission method for submitting Proposals and any amendments or withdrawals.

#### **C.7 Conflict of Interest**

When submitting a Proposal, the Proponent must complete, sign and include with their Proposal a Conflict-of-Interest Disclosure Statement (Annexes "B").

The District of Hope may reject a Proposal based on an actual, potential or perceived conflict of interest.

The District of Hope may reject any Proposal where:

- a) One or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of the Proponent, is an officer, employee or director of the District of Hope or a consultant involved in the procurement process, or is a member of the immediate family of an officer, employee or director of the District of Hope or a consultant involved in the procurement process; or
- b) In the case of a Proposal submitted by a Proponent who is an individual person, where that individual is an officer, employee or director of the District of Hope or a consultant

involved in the procurement process or is a member of the immediate family of an officer, employee or director of the District of Hope or a consultant involved in the procurement process. (collectively, “Restricted Parties”)

A Proponent who has any concerns regarding whether a current or prospective employee, advisor or member of that Proponent is, or may be, a Restricted Party, should request an advance decision by submitting to the Project Manager, not less than ten working days (**November 22, 2025**) prior to the office Closing Time, by email, the following information:

- a) Names and contact information of the Proponent and the person for which the advance opinion is requested.
- b) A description of the relationship that raises the possibility or perception of a conflict of interest or unfair advantage; and
- c) Copies of any relevant documentation.

The District of Hope may make an advance decision regarding whether the person is a Restricted Party, and whether the District of Hope will reject a Proposal based on the information provided.

If the Proponent has identified an actual, perceived or potential conflict of interest regarding this RFP process or project, the Proponent must submit a Conflict-of-Interest Disclosure Statement (Annexes “B”) to the Project Manager by **November 22, 2025**.

### **C.8 Subcontractors**

All Subcontractors, including affiliates of the Proponent, should be clearly identified in the Proposal as per the form attached as Annexes “D”.

A Proponent may not subcontract to a company or individual whose current or past corporate or other interests, may, in the District of Hope’s opinion, give rise to an actual, perceived or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by the company or individual in the preparation of the RFP or a relationship with any employee, contractor or representative of the District of Hope involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether a proposed subcontractor might be in a conflict of interest, the Proponent should consult with the Project Manager prior to submitting a Proposal. By submitting a Proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual, perceived or potential, in respect of the RFP.

### **C.9 Rejection of Proposal**

The District of Hope may, in its sole discretion, reject any and all Proposals, or accept the Proposal deemed most favourable in the interests of the District of Hope. The lowest, or any Proposal, will not necessarily be awarded.

Proposals which contain qualifying conditions or otherwise fail to conform to the instructions contained in this RFP may be disqualified or rejected. The District of Hope may also reject or retain for its consideration Proposals which are non-conforming because they do not contain the content or form required by the RFP, or for failure to comply with the process for submission set out in this RFP, whether or not such non-compliance is material.

The District of Hope's intent is to enter into a Contract with the Proponent who has submitted the best proposal. The District of Hope reserves the right to accept any or none of the Proposals submitted and will evaluate Proposals based on the best value offered to the District of Hope and not necessarily the lowest price, using the criteria specified in this RFP. The District of Hope reserves the right in its sole unrestricted discretion to:

- a) Accept any Proposal which the District of Hope deems most advantageous to itself.
- b) Reject any and/or all irregularities in a Proposal submitted.
- c) Waive any defect or deficiency in a Proposal whether or not that defect or deficiency materially affects the Proposal and accept that Proposal.
- d) Reject any and/or all Proposals for any reason, without discussion with the Proponent(s).
- e) Accept a Proposal which is not the lowest Proposal; and/or,
- f) Cancel or reissue the RFP without any changes.

Without limiting any other provision of this RFP, the District of Hope may, in its sole discretion, reject a Proposal submitted by a Proponent, if the Proponent or any officer or director of a corporate Proponent, is, or has been within a period of two years prior to the Closing Time, engaged either directly or indirectly through another corporation or legal entity in a legal proceeding initiated in any court against the District of Hope in relation to any contract with, or works or services provided to the District of Hope.

### **C.10 Liability for Errors**

The District of Hope will not be responsible for any costs incurred by Proponents as a result of the preparation or submission of a Proposal pertaining to this RFP. The accuracy and completeness of the Proposal is the Proponent's responsibility. If errors are discovered, they will be corrected by the Proponent at their expense.

Proponents acknowledge that the District of Hope, in the preparation of the RFP supply of oral or written information to Proponents, review of Proposals or the carrying out the District of Hope's responsibilities under this RFP, does not owe a duty of care to the Proponents.

### **C.11 Limitation of Liability**

Each Proponent, by submitting a Proposal, irrevocably waives any claim, action, or proceeding against the District of Hope including without limitation any judicial review or injunction application or against any of the District of Hope's employees, advisors or representatives for damages, expenses or costs including costs of Proposal preparation, loss of profits, loss of opportunity or any consequential loss for any reason including: any actual or alleged unfairness on the part of the District of Hope at any stage of the Request for Proposal process; if the District of Hope does not award or execute a contract; or, if the District of Hope is subsequently determined to have accepted a noncompliant Proposal or otherwise not complied with the terms of this Request for Proposals, with the exception of fraud on the District of Hope's part.

### **C.12 Ownership of Proposals and Freedom of Information**

Proposals will be received and held in confidence by the District of Hope, subject to the provisions of the Freedom of Information and Protection of Privacy Act and this RFP. Each Proposal should clearly identify any information that is considered to be confidential or proprietary information.

All documents, including Proposals, submitted to the District of Hope become the property of the District of Hope.

As an exception to Proposals being received and held in confidence, Proponents are advised and acknowledge that any contract entered as a result of this Proposal may be subject to Council approval, which may be discussed and voted on at a meeting of the Council that is open to the public. If Council approval is required, details of Proposals, including but not limited to proposed or negotiated fees, may be provided to the Council in a publicly available staff report, discussed at a Council meeting that is open to the public, and posted on a publicly available electronic agenda on the District of Hope's website.

### **C.13 Security and Confidentiality**

Proponents should be aware that the District of Hope is a "public body" as defined in and subject to the provisions of the Freedom of Information and Protection of Privacy Act (the "Act"). In accordance with the Act, the Proponents will treat as confidential and will not, without prior written consent of the District of Hope, publish, release, or disclose, or permit to be published, released, or disclosed, any information supplied to, obtained by, or which comes to the knowledge of the Proponents as a result of this RFP except insofar as such publication, release or disclosure is required by the laws of British Columbia. Priority will be given to Proponents that store data created, collected and/or manipulated under a Contract on secure servers located within Canada and that do not transport data outside of Canada. The Proponent will provide the District of Hope, upon request, details describing their plan for meeting the data storage and security requirements, prior to entering into a Contract.

When the Contract ends, whether through expiry or termination, the contracted Proponent will provide all data to the District of Hope in a method to be determined at the time of Contract end. The contracted Vendor will be required to delete all data from any computers, servers, portable devices or media under their control.

**C.14 Obligation to Hold Prices**

In order to receive consideration, Proponents are required to hold their Proposal open for acceptance for 90 days following the Closing Time.

**PART D SCOPE OF WORK AND SPECIFICATIONS**

The District of Hope is requesting Proposals from qualified and experienced consultants to supply one command truck with removable Type 6 wildland skid.

**D.1 Deliverables**

The expected deliverables from the successful proponent are as follows:

- One (1) New, Heavy-Duty Pickup Truck 4x4.
- One (1) Type 6 Wildland Skid Specifications as noted in the Required Specification (**D.2.1**)

The Type 6 wildland skid shall meet or exceed the minimum requirements as outlined in the current BC Wildfire Service Inter-Agency Agreement (IAA) for Type 6 Wildland unit:

**D.2 Required Specifications**

1. Command Truck

Specifications	Yes	No
2025-2026, Minimum GVWR 14,000lbs. Pickup Truck 4x4		
Minimum 1 Ton or equivalent		
Special Service Vehicle		
Eight (8) foot box or deck		
Crew Cab Configuration		
Automatic Transmission		
All Terrain Tires		
Air Conditioning		
Factory Tow Package		
Rubber Type Floor Coverings		
Power Windows and Locks		
Vinyl Front Bucket Seats		
Vinyl Rear Bench		
Bright Red in Colour - Please Provide Sample		
Cruise Control		
Remote Start		
Estimated Delivery _____		
Gross Vehicle Weight _____		
Upfitted With:		
Heavy Duty Winch (12,000lbs)		
Complete Emergency Lighting Package (Red/White lights with Scene Lighting)		

Supply of One (1) Command Truck with Removable Type 6 Wildland Skid

Audible Siren System with PA		
Radio and antenna Provisions (Radio Installation to be completed by purchaser)		
Reflective Department Badging and Unit Identifiers		
Weather Resistant Storage Compartments		

## 2. Type 6 Wildland Skid Specifications

Specifications	Yes	No
Fully Removable Wildland Fire Skid Unit		
Minimum 150 USG Water tank capacity		
High-Pressure Pump (Gas Powered) with Electric Start. Minimum 50 USGPM		
Hose Reel with Minimum 150ft of 1 inch Wildland Hose		
One (1) additional 1.5inch hose discharge with NPSH Connection		
Storage Compartments for Basic tools (e.g., Pulaski, shovels)		
Compatible tie-down or Mounting System for Secure Transport in Truck Bed		
Easily Removable by two personnel		
Also Removable by Forklift		

## **PART E FINANCIAL PROPOSAL**

The Proponent must include in their Proposal a comprehensive **Cost Summary** outlining all fees and expenses required to deliver the proposed

The District of Hope is seeking a vendor to supply the required command truck with removable Type 6 wildland skid. All pricing must be itemized in Canadian dollars with British Columbia PST, GST.

## **PART F PROPOSAL FORMAT**

The following format and sequence should be followed in order to provide consistency in Proponent responses and to ensure each Proposal receives full and complete consideration. All pages should be consecutively numbered.

- › **Title Page – including Request for Proposal title and number, Proponent’s name and address, telephone number, email address and contract representative.**
- › **Letter of Introduction- signed by the authorized signatory on behalf of the Proponent which will bind the Proponent to statements made in response to this RFP.**
- › **Table of Contents- including page numbers.**
- › **Executive Summary- with the key features of the Proposal.**
- › **Body of the Proposal, i.e. the ‘Proponent’s Response’, including:**
  - › **Project Team.**
  - › **Work Plan, methodology and schedule; and,**
  - › **Financial Proposal.**
  - › **Goods and Services Tax Information form**
  - › **Conflict of Interest Disclosure Statement**
  - › **Addendum(a), if any, issued for this RFP. Each addendum(a) should be signed by the Proponent and included with the Proposal and will form part of the Proposal and Contract.**

## **PART G PROJECT TEAM INFORMATION**

### **G.1 Qualifications and Relevant Experience**

The Proponent must include the following in the Proposal with respect to each member of the project team:

- **The list of the personnel on the project team.**
- **Their project role.**
- **A statement of qualifications.**
- **Relevant experience with level of complexity; and,**
- **A curriculum vitae (cv) (maximum three (3) pages) for each member of the team, with items with relevant areas highlighted.**

Subcontractors, if any, must be identified in the project team information above and in the ‘List of Subcontractors’ document in Annexes “D”.

## **G.2 References**

The Proponent must include a minimum of three (3) references (preferably within the past 5 years), complete with contact information, for projects similar to the supply of command vehicles and/or fire suppression equipment. A brief description of the projects completed for each reference should be provided.

## **G.3 Professional Responsibility**

Only qualified and experienced consultants will be considered for this project. The successful Proponent will be expected to provide services in accordance with a standard of care, skill and diligence maintained by a person (or company) providing the services described herein. The successful Proponent will be required to sign and seal all documents issued for this project.

# **PART H PROPOSAL EVALUATION**

## **H.1 Proposal Evaluation**

All Proposals will be evaluated by the District of Hope to assess the qualifications and capabilities of Proponents to meet the minimum standards specified in the RFP. Proposals will be assessed by a committee formed by the District of Hope.

## **H.2 Selected Proponent Negotiations**

The District of Hope, at its sole discretion, may enter into contract negotiations with a selected Proponent, or Proponents, based only on the evaluation of the written Proposal(s), and/or an evaluation of the combination of the written Proposals and/or detailed discussions. The District of Hope may enter into negotiations with any Proponent without requiring any other Proponents to make any presentations or require any other Proponents to enter into detailed discussions with the District of Hope.

## **H.3 Termination of Negotiations and/or RFP Process**

The District of Hope may terminate contract negotiations with any Proponent, and to enter into contract negotiations with any other Proponent if, in the opinion of the District of Hope at any time, the contract negotiations with the initially selected Proponent will not be satisfactorily completed in the best interests of the District of Hope. The District of Hope may, at its sole discretion, reject any or all Proposals at any time throughout the Proposal evaluation, Proponent selection, or contract negotiation process.

## **H.4 Compliance with RFP Requirements**

All terms and conditions of this RFP are assumed to be accepted by the Proponent and incorporated in its Proposal.

All items in the Proposal that are not in full compliance, or that vary from the specific requirements, should be clearly identified in the Proposal as non-compliant and/or variant,

and should include specific reference to the relevant section in the RFP and the precise nature of the variance or noncompliance. Non-compliance or variances with the specific RFP requirements will not necessarily result in rejection of a Proposal.

The acceptance or rejection of all non-compliant items, and/or variances to the RFP requirements, will be at the sole discretion of the District of Hope, without any obligation by the District of Hope to either request clarifications, enter into detailed discussions, or negotiations with the Proponent(s).

## **PART I SELECTION AND EVALUATION**

### **I.1 Selection Criteria**

The following are the criteria and the percentage of the total score for each criterion that will be used by the District of Hope to select a Proponent. The list of criteria is not in any particular order of priority. The District of Hope, in its sole judgment, will base the selection of a successful Proponent on a combination of the criteria.

### **I.2 Evaluation Criteria**

<b>EVALUATION CRITERIA</b>	<b>WEIGHT</b>
Compliance with specifications	40%
Vendor reputation and references	25%
Financial Proposal	25%
Warranty and service terms	10%
Total	100%

#### **Compliance with Specifications (40%)**

The proposal will be evaluated based on how well the Fire Command Truck and removable fire suppression skid meet or exceed the technical and functional requirements outlined in the RFP. This includes vehicle performance, safety features, integration of the skid unit, capacity, durability, and operational readiness for fire command and suppression roles. Proposals demonstrating a clear understanding of the intended use and operational environment will score higher.

#### **Vendor Reputation and References (25%)**

The District will assess the Proponent's track record in delivering similar emergency response vehicles. This includes the quality and relevance of references provided, client satisfaction, reliability, and past experience working with municipalities or fire services. Vendors with strong reputations, proven reliability, and documented success in similar projects will be rated more favourably.

#### **Financial Proposal (25%)**

This criterion considers the overall cost of the proposed vehicle and fire suppression skid, including a detailed breakdown of expenses, taxes, and disbursements. Proponents will be assessed on the value for money offered, clarity of pricing structure, and adherence to the maximum allowable budget. Proposals that provide transparent, realistic, and cost-effective solutions will receive higher scores.

### **Warranty and Service Terms (10%)**

Evaluation will include the quality and comprehensiveness of warranty coverage, post-delivery support, access to replacement parts, and ongoing service availability. Preference will be given to vendors offering extended warranties, responsive service agreements, and local or regional support options to ensure the unit remains fully operational throughout its service life.

## **PART J CONTRACT**

### **J.1 Form of Contract**

The Proponent will be required to enter into a Purchase Contract prior to commencing work and subject to negotiation between the District of Hope and the Proponent. The Contract will include this RFP, Conflict of Interest Disclosure Statement, all Annexes addendum(a), and the given submission.

### **J.2 Notification**

Approval of a Proponent and the award of a Contract is expected to occur by **Friday, Dec 19, 2025**. The District of Hope, in its sole judgment, may delay the award of Contract date as deemed appropriate by the District of Hope.

## **PART K WORK PLAN AND PROJECT SCHEDULE**

The Proponent must provide a finalized work plan with the Contract. The work plan is to include a schedule of events, reporting milestones, the sequence of task occurrence and details concerning implementation and completion dates for each task.

## **PART L DISTRICT OF HOPE PROJECT MANAGEMENT**

All questions concerning **FD.RFP#03.25** Supply of one (1) Command Truck with a Type 6 Wildfire Skid are to be directed to the Project Manager:

**Thomas Cameron, Fire Chief**  
**Telephone: (604) 860 5607 ext-201**  
**Email: [tcameron@hope.ca](mailto:tcameron@hope.ca)**

### **L.1 Time Schedule**

The anticipated schedule for the service procurement process is as follows:

<b>Issue RFP Monday, Sept 8, 2025</b>
<b>Conflict of Interest Disclosure Statement</b>
<b>Advance Decision Request Deadline November 22, 2025</b>
<b>Requests for Clarification Deadline Friday, Nov 14, 2025</b>
<b>Proposal Closing Time Tuesday, Dec 2, 2025 at 2:00 p.m. (PST)</b>
<b>Selection of Proponent Friday, Dec 19, 2025</b>

## **PART M DELIVERY AND INSPECTION**

### **M.1 Delivery Location and Timeline**

The completed Command Truck and Type 6 Wildland Engine shall be delivered to the Hope Fire Department at 1225 Nelson Ave, Hope, BC.

The entire project must be completed no later than **May 31, 2027**.

### **M.2 Delivery Notification**

The successful vendor shall provide the Fire Department with a minimum of five (5) business days' notice prior to delivery. The notification shall include the proposed delivery date, time, and the name of the delivery personnel.

### **M.3 Pre-Delivery Inspection (PDI)**

Prior to final delivery, the vendor shall perform a complete Pre-Delivery Inspection (PDI) to ensure all vehicle systems, components, and accessories—including the fire suppression skid—are in proper working order and comply with the specifications outlined in this RFP.

### **M.4 On-Site Acceptance Inspection**

Upon delivery, the vehicle shall undergo a joint on-site inspection conducted by authorized Fire Department personnel and a representative of the vendor. The inspection shall include, but not be limited to:

- Verification of compliance with all technical specifications
- Functional testing of vehicle systems and fire suppression skid
- Confirmation of all documentation, including operator manuals, warranties, and inspection reports

### **M.5 Acceptance Criteria**

Final acceptance is contingent upon successful completion of the on-site inspection. Any deficiencies identified during inspection must be corrected by the vendor at no additional cost to the Fire Department before acceptance is granted.

## **M.6 Documentation Upon Delivery**

The following documents must accompany the delivery:

- Certificate of Origin
- Final build sheet/specification confirmation
- Warranty information
- Maintenance schedule and manuals
- PDI checklist and report

## **ANNEXES**

**Annexes "A" – Acknowledgement Letter**

**Annexes "B" – Conflict of Interest Disclosure Statement**

**Annexes "C" – Goods and Services Tax Information**

**Annexes "D" – List of Subcontractors**

**Annexes "E" – Schedule of Prices**

**Annexes x "A"**  
**ACKNOWLEDGEMENT LETTER**

The undersigned has received the full set of Request for Proposal Documents.

\_\_\_\_\_ Signature Company

\_\_\_\_\_ Name (please print) Address.

\_\_\_\_\_ Title City

\_\_\_\_\_ Phone Number Email

\_\_\_\_\_ Date

We presently intend to \_\_\_\_\_ provide/ \_\_\_\_\_ not provide a proposal.

Return immediately to:

**Thomas Cameron, Fire Chief**  
**District of Hope**  
**325 Wallace Street**  
**Hope, BC V0X 1L0**  
[tcameron@hope.ca](mailto:tcameron@hope.ca)

**Annexes "B"**  
**CONFLICT OF INTEREST DISCLOSURE STATEMENT**  
**RFP FD-2024-05**

Proponent Name: \_\_\_\_\_

The Proponent, including its officers, employees, and any person or other entity working on behalf of or in conjunction with (including Subcontractors), the Proponent on this procurement process:

Is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.

Has not, and will not, participate in any improper procurement practices that can provide the Proponent with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.

Has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reason(s) for conflict of interest:

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If an actual, perceived or potential conflict of interest regarding this procurement process has been identified, the Proponent must submit this document to the Project Manager by Friday, February 16, 2024.

By signing below, I certify that all statements made on this form are true and correct to the best of my knowledge.

\_\_\_\_\_  
Print Name of Person Signing Disclosure Authorized Representative of:

\_\_\_\_\_  
Signature of Person Making Disclosure Date Signed

**Annexes "C"**

Supplier:

Name

Address

City Province

Postal Code

Phone Number

Are you a GST Registrant? Yes \_\_\_\_\_ No \_\_\_\_\_ If YES, please indicate your registration number:

If NO, please fill in the following (check appropriate box):

- Supplier qualifies as a small supplier under s.148 of the legislation
- Other: Specify

\_\_\_\_\_  
Signature of Authorized Person Print Name

\_\_\_\_\_  
Title Date

**Annexes “D”  
LIST OF SUBCONTRACTORS**

The Proponent advises that they will be subcontracting the following parts of the work to the Subcontractor(s) listed below. In the Proponent’s opinion, the Subcontractor(s) named are reliable and competent to perform that part of the work for which each is listed.

Please indicate “not applicable” on this page if Subcontractors are not required and include it with your Proposal.

Following acceptance of the Proposal, the Subcontractors named in the List of Subcontractors must not be changed nor will additional Subcontractors be employed except with the written approval of the District of Hope.

<b>Subcontractor’s Legal Name</b>	<b>Work to be Performed by Subcontractor</b>

## Annexes “E” SCHEDULE OF PRICES

All prices for the work are to be Canadian dollars. Any applicable Federal or Provincial taxes, or levies, must be included in the Total Contract Price.

The District of Hope may consider proposals that provide additional and/or value-added services. The District of Hope may negotiate these additional and/or value-added services at a later date.

The Proponents must submit a Schedule of Prices within their proposal detailing each project element and the budget for that element.

The following is an example of a Schedule of Prices:

#	Project Element	Time Estimate	Budget
1	Project initiation, research, and analysis		\$
2	Project Schedule		\$
3	Review and revision of draft documents and other identifiable deliverables with District of Hope staff		\$
4	Delivery of final equipment and other identifiable deliverables		\$
5	Presentations to District of Hope staff		\$
6	Taxes		\$
7	Other (other elements believed to be necessary for evaluation of submission or as required)		\$
	<b>TOTAL:</b>		<b>\$</b>